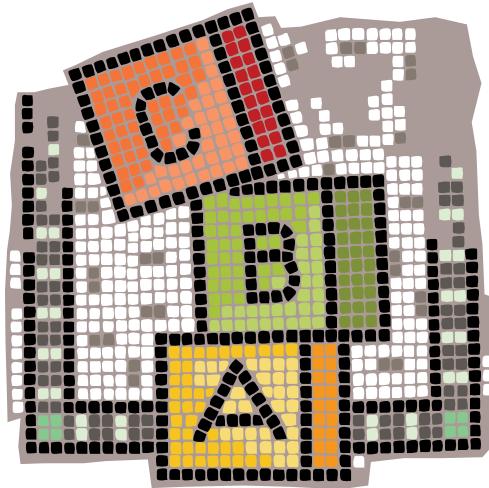


Building Blocks to Strengthen Your Business

Location: Flathead Regional Business Center
15 Depot Park, Kalispell

Time: 8:00 am—9:00am

RSVP: Bill Nelson: 406-758-6248 or wnelson@mt.gov



An educational series to help employers understand the tools to grow your business and your employees.

These sessions are provided at **No Cost!**

Fall
2006

SCHEDULE FOCUSES ON EMPLOYMENT LAW ISSUES, BREAKING KEY CONCEPTS INTO MANAGEABLE PORTIONS AND EXPLAINING THEM IN PLAIN ENGLISH.

September 14	Hiring: Hiring good employees is one of your most important jobs as a supervisor. Learn how to make the right choices and avoid discriminating against job applicants based upon their protected class.
September 21	Documentation & Evaluations: Your documents can create a clear record for you and the human resource department, so you and future supervisors won't have to try to remember or guess what really happened.
September 28	Discipline: It's never easy to discipline employees, but it's an important part of every supervisor's job. Progressive discipline is a great way to enforce company policies fairly and maintain a productive workforce.
October 5	Firing: Firing an employee is the most common cause of employment lawsuits. Learn how to handle the process correctly. Find out the most common mistakes employers make. (Jim Nys of Personnel Plus will present this session)
October 12	Harassment: Workplace harassment is illegal when it's based on the victim's protected class. Also, there are two basic types of sexual harassment, learn what they are and how to avoid trouble.
October 19	Retention Issues: You've hired them, trained them, and you don't want to lose them. Learn how to retain your good employees.
October 26	Discrimination: Learn what discrimination laws require and how to prevent potential discrimination and harassment problems in the workplace. (Jim Nys of Personnel Plus will present this session)
November 2	Mandatory Leave: Required time off is not just about FMLA (many companies in Montana may not be required to offer FMLA), but includes military leave, maternity leave and more. (Jim Nys of Personnel Plus will present this session)
November 9	Safety & Workers' Compensation: As a supervisor, it is your job to ensure that employees do their jobs safely. Follow the seven steps to safety.
November 16	Wage & Hour Law - Fair Labor Standards Act (FSLA): Learn the differences between exempt and non-exempt status. Other wage and hour issues will also be covered.
November 23	Thanksgiving - No Class 
November 30	Privacy: Your employees have a legal right to privacy at work, but it is balanced against your company's right to run a business.
December 7	Workplace Violence: Violence in the workplace is first and foremost a safety issue and as a supervisor you need to be aware of the legal concerns that surround this sensitive issue. (Detective Travis Bruyer, Flathead County Sheriff's Office will present this session)